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29 November 1973

MEMORANDUM FOR: Director of Medical Services

SUBJECT : Financial Program Status Report, Number 1,  
FY 1974

1. Attached is a Financial Program Status Report for the period 1 July 1973 through 31 October 1973. This report provides summarized and individual component reports of total authorizations and obligations for the period covered.

2. A straight line projection of the rate of obligation for the four month period is normally 33.3%. However, realizing that some of our budgeted programs would not begin to incur expenditures until later in the fiscal year, certain adjustments to our rate of obligations were made in September. These adjustments reduced our normal rate for this period to 31.8% and therefore prevented a rather gross deviation in that our actual deviation is 1.7% rather than 3.2%.

3. In an effort to maintain our position and in light of requests made for additional funds, it will be necessary for the office to increase the rate of obligations during the next reporting periods and certain steps have already been taken to do this:

- a. Renovation of OMS File Room and conversion of files \$20,000
- b. Letting contract [REDACTED] \$30,000
- c. Additionally, the recent EOD of professional and clerical personnel will more than offset known

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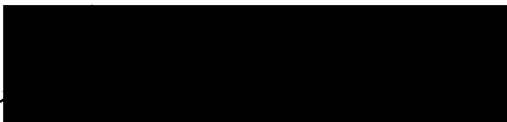
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losses and I would expect a gradual increase in funds expended for salaries and benefits.

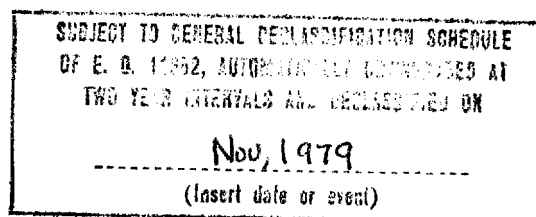
- d. It will be necessary, as you will note from the attached report, to increase the level of activity particularly in Travel and Other Services to bring them in line with the other Object Classes. I feel that Rents and Supplies and Equipment will adjust as we go along and are not of a particular concern at this time.

4. In summary, I believe we are in a moderately good position at this time in the year. From this point on we must monitor our financial status monthly, I plan to do this, and guard against further drop-off in travel and other services.

5. I am prepared to discuss this with you at your convenience.

  
Budget & Fiscal Officer  
Office of Medical Services

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